ACCESSIBILITY CONSIDERATIONS

Got questions not answered by this spreadsheet?
email: pdxnonbinaries@gmail.com

Organizers are encouraged to copy this & create your own format to meet your needs. We check off each listed item after considering the impact and providing details, as applicable. *It's impossible to have 100% accessible events but we can do our best to aim for universal design and improve.* (last updated 11/27/24)

Location: Alder Commons

4212 NE Prescott St, Portland, OR 97218

Date/Time of Event: 12/7/24, 3:30-5:30pm

	Out Front		Entryway		Lounge		Backyard		Coworking Space	
		Notes		Notes		Notes		Notes		Notes
		Share pics of recent tests here to get a free ticket to the drawing		Free masks + testing supplies		Free Gifts, mask swap table, mask decorating, games, snack table		Fit testing support, self-administered c19 tests, drinking/eating		Additional space for mask decorating
C-19 PRECAUTIONS										
Will crew & hosts be masked?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Will guests/attendees be masked?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Is this outdoor?	☐	yes	☐	no	☐	no	☐	yes	☐	no
Is there space for social distancing indoors?	☐	yes	☐	usually, yes	☐	yes, extra space in coworking lounge	☐	yes	☐	yes
How are indoor spaces ventilated?	☐	filters + open doors	☐	filters + open doors	☐	filters + open doors	☐	is outdoors	☐	filters + open doors
What rating is the air filter?	☐	HEPA	☐	HEPA	☐	HEPA	☐	N/A	☐	HEPA
Does the space have far-UVC lights?	☐	no	☐	no	☐	no	☐	no	☐	no
Free hand sanitizer on site?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Availability to wash hands at sink?	☐	YES!	☐	yes	☐	yes	☐	inside	☐	yes
Is proof of vaccination required for admission?	☐	no	☐	no	☐	no	☐	no	☐	no
Is there an option for virtual attendance?	☐	no	☐	no	☐	no	☐	no	☐	no
Will masks be provided?	☐	YES	☐	YES	☐	YES	☐	YES	☐	YES
Average & expected CO2 levels?	☐	420	☐	500-600	☐	600-1000	☐	420	☐	600-1000
	☐		☐		☐		☐		☐	
VISIBILITY										
Will there be a fog machine?	☐	no	☐	no	☐	no	☐	no	☐	no
How is the lighting? (ie, direct sunlight, shade, LED, fluorescent, strobes, lasers, or incandescent)	☐	natural	☐	natural + fluorescent	☐	fluorescent	☐	natural + incandescent	☐	fluorescent
Will there be a time where the lights get dimmed?	☐	sunset is 4:27	☐	no	☐	no	☐	no	☐	no
Will there be the ability to block sunlight, if needed?	☐	awning	☐	n/a	☐	n/a	☐	n/a	☐	n/a
Are the signs only in English? Braille?	☐	english	☐	english	☐	english	☐	english	☐	english
Are closed captions available?	☐	n/a	☐	n/a	☐	n/a	☐	n/a	☐	n/a

MOBILITY										
How can the venue be reached by public transit?	☐	bus 75	☐	bus 75	☐	bus 75	☐	bus 75	☐	bus 75
Is there an accessible route from the public transit stop to the venue?	☐	yes	☐	curb cuts are at each corner	☐	curb cuts are at each corner	☐	yes. side entrance has ramp direct to backyard	☐	curb cuts are at each corner
Is there an accessible front entrance?	☐	yes	☐	yes, not powered - but will be propped open	☐	inner doors open	☐	outside access to fit tests is possible via side entrance	☐	inner and outer doors open
Is the international symbol of accessibility present at that part of the entrance?	☐	no	☐	no	☐	no	☐	no	☐	no
Is the door handle no higher than 48"?	☐	yes	☐	yes	☐	yes	☐	n/a	☐	yes
Can people maneuver around the space, no matter their body type/size?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Are there seats for both small and large bodies?	☐	not out front	☐	in lounge	☐	Couches or chairs	☐	picnic table seats	☐	metal folding chairs
Can wheeled mobility devices access the space?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Is there a space to park wheeled mobility aides indoors?	☐	YES	☐	YES	☐	YES	☐	YES	☐	yes
Is there room to have these devices stored within easy reach of the user?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Are there handrails in the bathrooms?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Doorway width 32" or more?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Ramp access into and within the space?	☐	curb cuts from parking lot to both entrances	☐	curb cuts from parking lot to both entrances	☐	curb cuts from parking lot to both entrances	☐	curb cuts from parking lot to both entrances	☐	curb cuts from parking lot to both entrances
If no ramp, how many stairs for entrance?	☐	ramp at side entrance	☐	0	☐	0	☐	0	☐	0
Do ramps longer than 6' have handrails on both sides?	☐	no	☐	n/a	☐	n/a	☐	n/a	☐	n/a
Are the hand rails sturdy and between 34" and 38" high?	☐	n/a	☐	n/a	☐	n/a	☐	n/a	☐	n/a
Is the width between the hand rails at least 36"?	☐	n/a	☐	n/a	☐	n/a	☐	n/a	☐	n/a
Is the ramp firm, nonstick, and designed to prevent water from pooling?	☐	NO	☐	n/a	☐	n/a	☐	NO	☐	n/a
If the ramp changes directions, is there a 5' by 5' landing provided?	☐	yes	☐	n/a	☐	yes	☐	yes	☐	n/a
Is there a level landing located at the top and bottom of the ramp?	☐	yes	☐	n/a	☐	yes	☐	yes	☐	n/a
Is the event space on a single floor?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Is there elevator access?	☐	n/a	☐	n/a	☐	n/a	☐	n/a	☐	n/a
Anything known in the space that might be trip/fall hazard? (example: cords, hidden ledges, lumpy rugs)	☐	not out front	☐	no	☐	not out front	☐	possible bark debris	☐	no
Are floor mats less than 1" and secured to the floor at all corners?	☐	n/a	☐	NO	☐	NO	☐	NO	☐	n/a
Is there a 5' circle or T shaped space for a wheelchair to reverse direction?	☐	yes	☐	yes	☐	yes	☐	yes	☐	no
Are ALL aisles and pathways 36" or more?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Do drinking fountains have clear knee space to at least 27"?	☐	n/a	☐	n/a	☐	n/a	☐	n/a	☐	n/a
Are there chairs designated and labeled for those needing accommodations?	☐	not labeled	☐	not labeled	☐	not labeled	☐	not labeled	☐	not labeled

Have the greeters been advised the proper way to assist guests to those seats, when needed?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
	☐		☐		☐		☐		☐	
TRANSIT/PARKING										
What type of public transportation is within easy distance from the space?	☐	bus #75	☐	bus #75	☐	bus #75	☐	bus #75	☐	bus #75
Is there accessible parking?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Free to park/Pay to park?	☐	free in lot	☐	free in lot	☐	free in lot	☐	free in lot	☐	free in lot
	☐		☐		☐		☐		☐	
AUDIO/VISUAL:										
Will there be house music playing?	☐	no	☐	no	☐	no	☐	no	☐	no
Can we ask for it to be quieted or altered?	☐	n/a	☐	n/a	☐	n/a	☐	n/a	☐	n/a
Can hearing assistance be provided?	☐	no	☐	no	☐	no	☐	no	☐	no
Is the PA system actually audible/comprehensive?	☐	n/a	☐	n/a	☐	n/a	☐	n/a	☐	n/a
Seating access if needed for lip-reading?	☐	n/a	☐	n/a	☐	n/a	☐	n/a	☐	n/a
Will there be ASL or BSL?	☐	no	☐	no	☐	no	☐	no	☐	no
Are there quiet spaces for people to excuse themselves to if they get overwhelmed?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Is the space loud with crowds or outside noise?	☐	car noises	☐	a few overlapping voices	☐	several voices + air filters	☐	overlapping conversations spread apart, occasional car noises	☐	several voices + air filters
	☐		☐		☐		☐		☐	
SERVICE ANIMALS and/or ESAs										
Are there going to be other animals?	☐	none expected	☐	none expected	☐	none expected	☐	none expected	☐	none expected
Are tables big enough for critters to fit under? (Many service animals can be upwards of 80lbs depending on their role.)	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Is it a space where they will be respected and unbothered?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Is there access to water/walk the animal?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
Maneuverability space?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes
	☐		☐		☐		☐		☐	
REFRESHMENTS										
Are ingredient lists available?	☐	n/a	☐	n/a	☐	maybe	☐	n/a	☐	n/a
Vegan or vegetarian friendly?	☐	n/a	☐	n/a	☐	yes	☐	n/a	☐	n/a
Are there Kosher or halal options available?	☐	n/a	☐	n/a	☐	no	☐	n/a	☐	n/a
Dedicated gluten free kitchen or gluten free options? There is a difference, make sure to indicate which.	☐	n/a	☐	n/a	☐	yes, not dedicated	☐	n/a	☐	n/a
Sugar free options?	☐	n/a	☐	n/a	☐	no	☐	n/a	☐	n/a
Is alcohol present?	☐	no	☐	no	☐	no	☐	no	☐	no
	☐		☐		☐		☐		☐	
Other Accessibility Needs:										
If outside, is there shelter from potential rain or high heat?	☐	canopy!	☐	n/a	☐	n/a	☐	canopy!	☐	n/a

If outside, what is the anticipated weather forecast?	☐	55 and rainy	☐	n/a	☐	n/a	☐	55 and rainy	☐	n/a	
Is the space comfortable for people with scent sensitivities?	☐	yes	☐	yes	☐	yes	☐	yes	☐	yes	
How large is the space?	☐	multiple rooms	☐	multiple rooms	☐	multiple rooms	☐	multiple rooms	☐	multiple rooms	
Can people leave easily if they need to?	☐	yes	☐	main exit	☐	main exit or through backyard & side exit	☐	exit through side yard or front of building	☐	back door to side exit	
Will there be any fees or charges?	☐	no	☐	no	☐	no	☐	no	☐	no	
Age limits?	☐	all ages	☐	all ages	☐	all ages	☐	all ages	☐	all ages	
Is there an attendee limit? (max capacity)	☐	120	☐	no limit	☐	no limit	☐	120	☐	no limit	
Are there specific supplies you recommend people bring with them?	☐	photo of recent negative test result	☐	Wear your best mask	☐	unused respirators, snacks to share, mask decorating supplies	☐	masks you want to fit test	☐	masks to decorate while you wait for fit testing support	